



General Administration
STATE OF WASHINGTON

Introduction to Washington State Purchasing

Puzzled by purchasing?



Delegation of Authority RCW 43.19

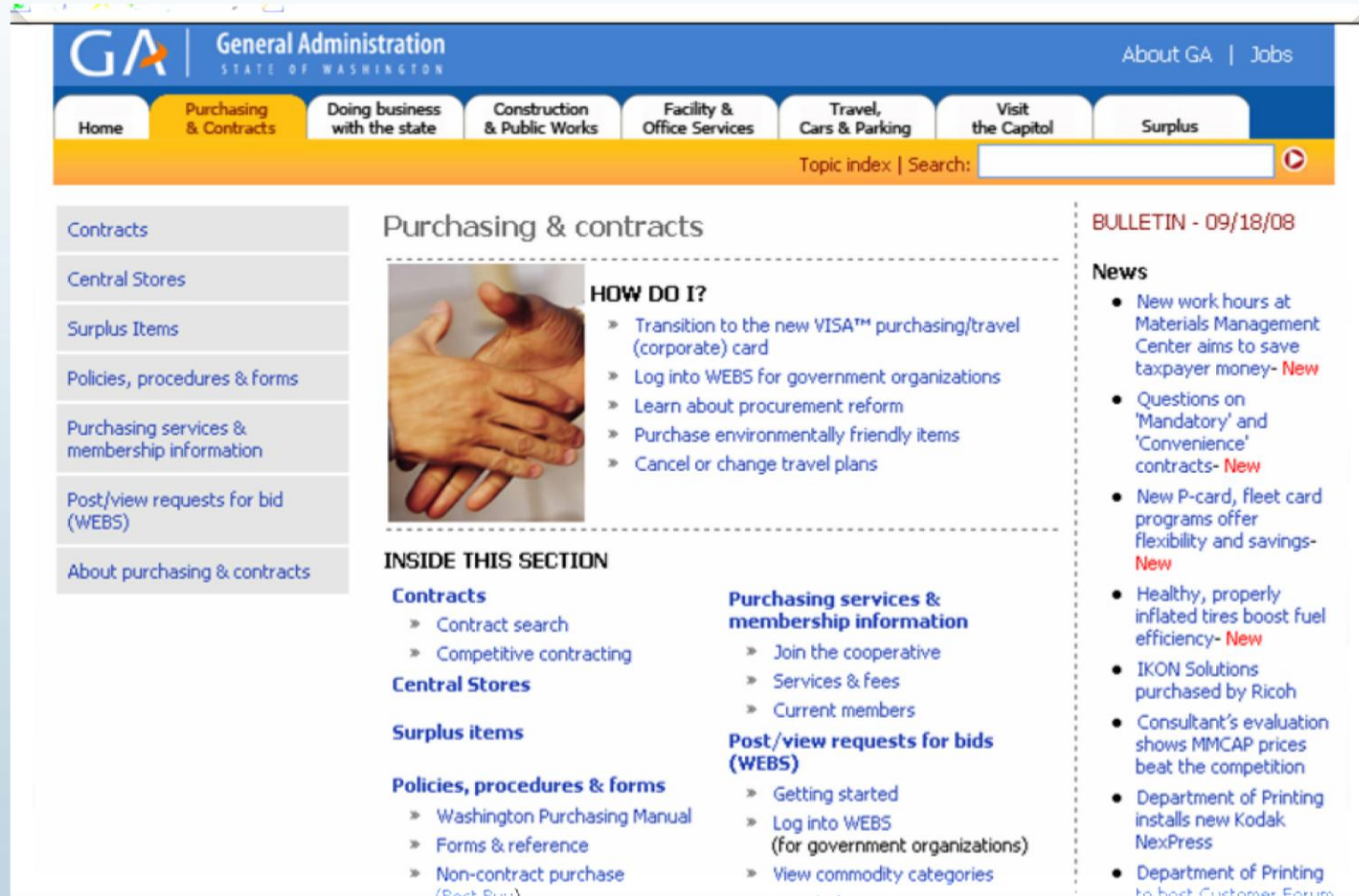
- ▶ GA contracts should always be your first choice



- ▶ Up to \$3,300
- ▶ \$3,300 - \$10,000
- ▶ \$10,000 +
- ▶ \$46,200+
- ▶ Specific Authority
- ▶ Other
- ▶ Non-Delegated

http://www.ofm.wa.gov/contracts/resources/quick_reference_guide.pdf

GA Contracting Website



The screenshot shows the GA Contracting Website interface. At the top is a blue header with the GA logo and 'General Administration STATE OF WASHINGTON'. Navigation tabs include Home, Purchasing & Contracts (highlighted), Doing business with the state, Construction & Public Works, Facility & Office Services, Travel, Cars & Parking, Visit the Capitol, and Surplus. A search bar is located on the right. The main content area is titled 'Purchasing & contracts' and features a sidebar with links to Contracts, Central Stores, Surplus Items, Policies, procedures & forms, Purchasing services & membership information, Post/view requests for bid (WEBS), and About purchasing & contracts. The main content includes a 'HOW DO I?' section with a list of links, an 'INSIDE THIS SECTION' section with sub-sections for Contracts, Central Stores, Surplus items, Policies, procedures & forms, Purchasing services & membership information, and Post/view requests for bids (WEBS), and a 'BULLETIN - 09/18/08' section with a list of news items.

GA | General Administration
STATE OF WASHINGTON

About GA | Jobs

Home | **Purchasing & Contracts** | Doing business with the state | Construction & Public Works | Facility & Office Services | Travel, Cars & Parking | Visit the Capitol | Surplus

Topic index | Search:

Contracts

Central Stores

Surplus Items

Policies, procedures & forms

Purchasing services & membership information

Post/view requests for bid (WEBS)

About purchasing & contracts

Purchasing & contracts

HOW DO I?

- » Transition to the new VISA™ purchasing/travel (corporate) card
- » Log into WEBS for government organizations
- » Learn about procurement reform
- » Purchase environmentally friendly items
- » Cancel or change travel plans

INSIDE THIS SECTION

Contracts

- » Contract search
- » Competitive contracting

Central Stores

Surplus items

Policies, procedures & forms

- » Washington Purchasing Manual
- » Forms & reference
- » Non-contract purchase (Post Buy)

Purchasing services & membership information

- » Join the cooperative
- » Services & fees
- » Current members

Post/view requests for bids (WEBS)

- » Getting started
- » Log into WEBS (for government organizations)
- » View commodity categories

BULLETIN - 09/18/08

News

- New work hours at Materials Management Center aims to save taxpayer money- **New**
- Questions on 'Mandatory' and 'Convenience' contracts- **New**
- New P-card, fleet card programs offer flexibility and savings- **New**
- Healthy, properly inflated tires boost fuel efficiency- **New**
- IKON Solutions purchased by Ricoh
- Consultant's evaluation shows MMCAP prices beat the competition
- Department of Printing installs new Kodak NexPress
- Department of Printing to host Customer Forum

Purchase Cards



- ▶ P-Card

www.ga.wa.gov/pca/visaprogram.htm

- ▶ Corporate Card (Travel)

- ▶ Fleet Card

www.ga.wa.gov/pca/fuelcardprogram.htm

Surplus Property Program

www.ga.wa.gov/surplus

- ▶ Electronic disposal request
 - ▶ (most asked questions) www.ga.wa.gov/surplus/procedure.htm
- ▶ Tracking number & disposal method w/ in 24 hrs
- ▶ Free pickup anywhere in state w/ in two weeks
- ▶ Free transfer of surplus between state agencies -
<http://apps.leg.wa.gov/RCW/default.aspx?cite=43.19.1919>
- ▶ Sale to state, political subdivision, & non-profits
- ▶ Sale to general public via eBay or retail store
- ▶ Recycle metal and wood

Department of Information Services

DIS offers professional acquisition support for your IT requirements:

- ▶ Master contracts for IT hardware, software and services
 - ▶ For a complete listing of available contracts visit our [Master Contract site](#)
 - ▶ [Master Contract FAQs](#)
- ▶ [Technology Acquisition Services](#) - Your one-stop shop for brokering, software licensing, and leasing.
 - ▶ [TAS FAQs](#)
 - ▶ [Leasing](#)
 - ▶ [Price Lists](#)
 - ▶ Use our [online search](#) to find your TAS consultant.



Washington State Department of
Information Services

For a complete list of DIS products and services visit the [DIS TechMall](#).

Office of Financial Management

- ▶ OFM's role in Washington state contracting
- ▶ What is a personal service contract?
- ▶ What is a client service contract?
- ▶ Contracts classes offered by OFM
- ▶ For further information:
 - ▶ www.ofm.wa.gov
 - ▶ ofm.contracting@ofm.wa.gov
 - ▶ (360) 725-5262

Department of Printing

✦ **RCW 43.78**

✦ **Print Assessment and Management Contract**

✦ **Printing Services Contract**

✦ **Outsourcing Expertise**

✦ **Stationery Standards Oversight**

✦ **Print Sustainably**

<http://www.prt.wa.gov/>

Customer service: 360•570•5555



Department of Printing

- ▶ RCW 43.78
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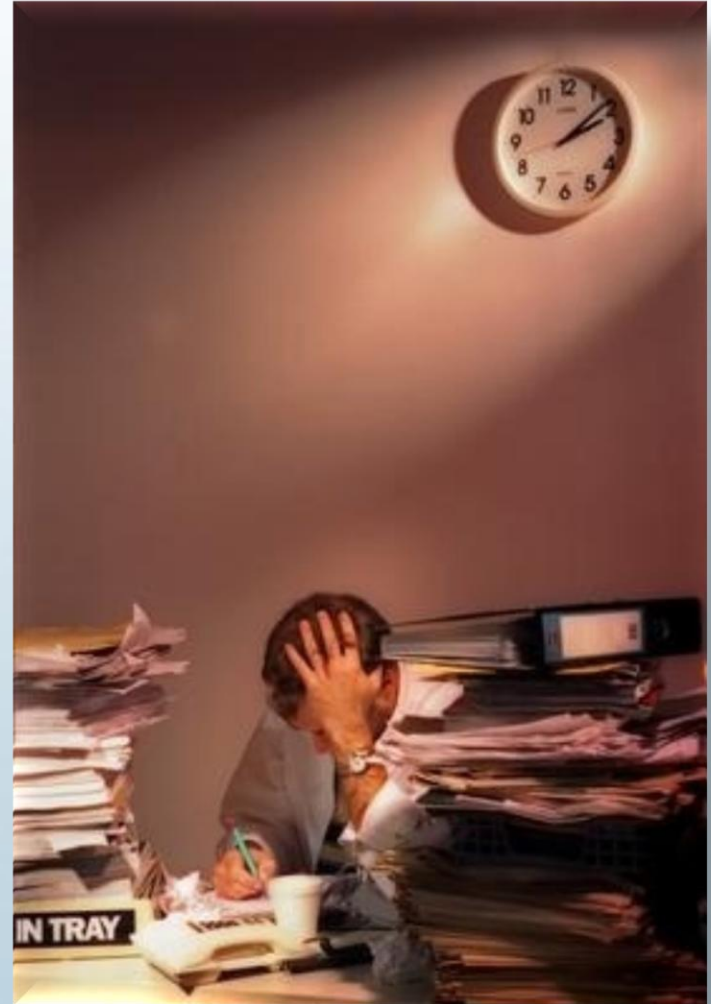
General Administration
STATE OF WASHINGTON

Break

Washington State Auditor's Office

- ▶ Statutory Authority and Reporting Requirements
- ▶ How are our Audits Designed?
- ▶ Audit Criteria
- ▶ Common Audit Issues

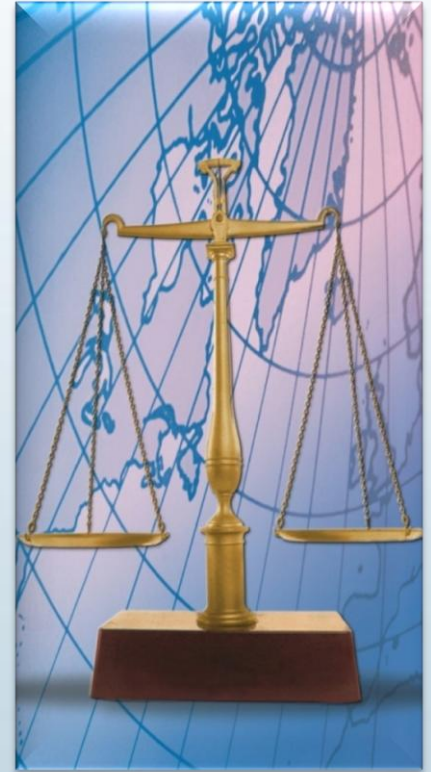
Carolyn Cato
Assistant Audit Manager
Washington State Auditor's Office



Attorney General Office

Legal Issues

- ▶ Office of the Attorney General
 - ▶ Who we are & what we do
- ▶ Hierarchy of the Law:
 - ▶ Statutes, Rules, Policies & Procedures
- ▶ Private sector vs. Public sector
- ▶ What is “sovereign immunity” and why should I care?



Ethical Concerns when Contracting

- ▶ You cannot have any interest, financial or not, with anyone you contract with or regulate.
- ▶ You cannot have a financial interest in a transaction with the state.
- ▶ You cannot disclose confidential information.
- ▶ You cannot give anyone a special privilege.
- ▶ You cannot work for a vendor on a contract you negotiated or administered as a former state employee.
- ▶ You cannot accept gifts from vendors, including free food.



www.ethics.wa.gov

Department of Ecology

Environmentally Preferable Purchasing

- ▶ Means safer alternatives, energy efficiency, and much less waste
- ▶ Can lower direct and total costs
- ▶ Uses independent third party green standards and certifications
- ▶ Creates jobs and economic markets

<http://www.ecy.wa.gov/beyondwaste/epp.html>

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Office of Minority Women Business Enterprises

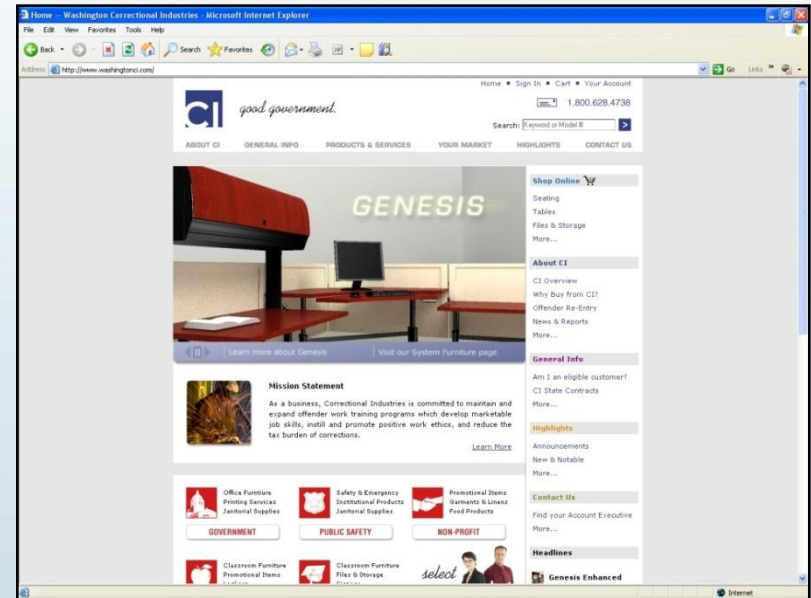
- ▶ OMWBE administers programs designed to improve the contributions of small businesses owned by minorities, women and socially and economically disadvantaged persons to Washington's economy.



WA State Correctional Industries

► MISSION STATEMENT

As a business, Correctional Industries is committed to maintain and expand offender work training programs which develop marketable job skills, instill and promote positive work ethics, and reduce the tax burden of corrections.



Website:

www.washingtonci.com

Customer Service:

1.800.628.4738



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Closing Remarks

Thank you!